

GEORGIA STATE BOARD OF VETERINARY MEDICINE

Adopted Board Policies

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This policy manual was approved by the Board on July 2, 2003.
Any updates to the manual will reflect the date approved by the Board.

Please note that policy statements issued by the Board are subject to change and require no prior notice from the Board. You may contact the Board office to confirm that the information in this publication is still current.

Administratively Processed Applications

Applications will be approved administratively once all criteria as outlined in the law and Board rules have been met. The administrative processing of licenses means that the Board staff has reviewed the documents and approved licensure based upon the laws, rules and board policies that pertain to that specific type of licensure. License reinstatements will be administratively processed in compliance with the Board's current Reinstatement/Reactivation Policy. The Board will review any applicant with an affirmative answer to the conviction or Board sanction questions. Administratively issued licenses are considered for a vote to ratify at the next regularly scheduled board meeting.

Administratively Processed Applications with report of DUI

At the **June 9, 2004** meeting, the Board approved the following as policy:

Applications received that report only one (1) DUI within the last three (3) years, and verified by a GCIC report that this is the only criminal activity (GCIC to be run by Enforcement), can be approved administratively. The administrative processing of these licenses means that the Board staff has reviewed the documents and approved licensure based upon the laws, rules and board policies that pertain to that specific type of licensure. These administratively issued licenses will be considered for a vote to ratify at the next regularly scheduled board meeting.

Affadavit of Applicant

The Georgia State Board of Veterinary Medicine allows for a sworn affidavit from the applicant in lieu of requiring a state Jurisprudence examination for licensure. **Please initial below:**

_____ I have read and understand 43-1-19 – Grounds for refusing to grant or revoking licenses; application of “Georgia Administrative Procedure Act”, subpoena powers; judicial review.

_____ I have read and understand 43-50-3 – Definitions of the legal terms in Chapter 40 of Title 43.

_____ I have read and understand 43-50-21 – General power of the Georgia State Board of Veterinary Medicine.

_____ I have read and understand 43-50-22 – License requirement for practice of veterinary medicine.

_____ I have read and understand 43-50-27 – Disciplinary action; emergency action and summary suspension; judicial review; reinstatement; investigatory powers; voluntary surrender of license.

_____ I have read and understand 43-50-33 – Unlawful acts.

_____ I have read and understand 43-50-26 & Rule 700-7 – Renewal of License.

_____ I have read and understand 31-19-5 – Inoculation of canines and felines against rabies.

_____ I have read and understand Rule 700-7-.01(1) concerning change of address.

_____ I have read and understand Rule 700-7-.03 – Continuing Veterinary Education.

_____ I have read and understand Rule 700-8 – Unprofessional conduct.

I certify that I have read the Laws and Rules of the Georgia State Board of Veterinary Medicine and accept the professional responsibility thereof.

Signature of Applicant

Notary Public _____

_____ County

_____ State

Personally appeared before me, the undersigned official authorized to administer oaths, comes _____ who deposes and swears that he/she is the person who executed this application for a license to practice Veterinary Medicine in the state of Georgia; and that all of the statements herein contained are true to the best of his/her knowledge and belief.

Sworn to and subscribed before me this _____ day of _____, 2_____

Notary Public _____

My Commission Expires _____

Applications Reviewed by the Board

The Georgia State Board of Veterinary Medicine adopts the use of applicant names for files under review by the Board.

Application Time Limit

An applicant must satisfactorily complete all requirements for licensure within one year from the date of receipt of the application. Incomplete applications are void and the applicant must submit a new application with the required fee.

Clinical Competency Test Waiver

The Georgia State Board of Veterinary Medicine waives the Clinical Competency Test (CCT) for any licensee candidate who has made satisfactory scores on the National Board Exam (NBE) (scaled score of 75 or higher) and has a license in good standing in another state.

Cognizant Review

The Board has approved one Board member to work as cognizant on behalf of the Board and review disciplinary matters. All cases reviewed by the cognizant are eventually brought before the Board for a vote of resolution.

Approval of Continuing Education Programs

The Board has approved one Board member to work as the CE reviewer on behalf of the Board and approve or deny all continuing education programs. This reviewer abides by the appropriate Board Rule in this review process.

Continuing Education Audit

Any licensee who is currently working under the restrictions of a public consent order will be noted for audit during the biennial renewal period.

Licensees renewing during the biennial renewal period who are selected for audit of their Continuing Education hours and who have not achieved the required hours must provide the following to be considered for renewal:

- **Proof of 30 hours during the two-years of the renewal cycle.**
- **Pay a \$200 Continuing Education penalty fee.**
- **Pay the Late Renewal fee of \$300.**
- **Total renewal fee \$500.**

Internet Pharmacies

At the August 2001 meeting the Georgia State Board of Veterinary Medicine adopted the statement of the American Veterinary Medical Association concerning Internet Pharmacies as follows:

1. Drug therapy, when medically indicated, should be initiated by the attending veterinarian in the context of a valid veterinarian-client-patient relationship.
2. Drugs may be dispensed or prescribed. Veterinarians should honor client requests to prescribe rather than dispense a drug (AVMA Principles of Veterinary Medical Ethics). The client has the option of filling a prescription at any pharmacy.
3. Clients might be advised to select an Internet pharmacy certified by the National Association of Boards of Pharmacy (vipps@nabp.net) whose VIPPS™ program and its accompanying seal of approval identify to the public those online pharmacies that are appropriately licensed and prepared to practice pharmacy via the Internet.
4. Veterinarians asked by pharmacies to approve prescriptions they have not initiated should do so only if the prescription is appropriate and a valid veterinarian-client-patient relationship exists.
5. It is within the veterinarian's (not the pharmacy's) purview to determine the medical criteria whereby a drug is indicated.)
6. As with any prescription, a written record should be maintained.
7. Prescribing veterinarians should assure that information regarding the proper use of the prescribed drug and the risks associated with its use are communicated to the client, regardless of the drug source.
8. Use of drugs for foreign origin that lack FDA approval generally is not permitted.

Reinstatement/Reactivation Policy for Veterinarians

The Georgia State Board of Veterinary Medicine adheres to a reinstatement/reactivation schedule based upon the following:

Within one year of expiration, licenses will be renewed pursuant to the late renewal process.

For licenses Lapsed by Operation of Law for non-renewal OR licenses on Inactive Status –

- Applicant must complete the reinstatement application;
- Applicant must pay a reinstatement fee of \$600.00; and
- Applicant must submit proof of at least 30 hours of Board approved continuing education obtained within the last two years.

Practice with Lapsed-Late Renewing or Lapsed License

- **For less than 1 year** – reinstate with **PRIVATE Consent Order** in addition to fees and C.E. requirements as outlined below.
 - **Fees:**
 - Applicant must pay the late renewal fee; and
 - Applicant must pay a fine of \$200 per year (not biennium) for unlicensed practice.
 - **Continuing education:**
 - Applicant must submit proof of at least 30 hours of Board approved continuing education obtained within the last two years; and
 - Continuing education hours submitted for late renewal/reinstatement **cannot** be used for the upcoming renewal period.
- **For more than 1 year** – reinstate with **PUBLIC Consent Order/Reprimand** in addition to fees and C.E. requirements
 - **Fees:**
 - Applicant must pay a \$600 reinstatement fee;
 - Applicant must pay a fine of \$200 per year (not biennium) for each year of unlicensed practice; and
 - Applicant must complete a reinstatement application
 - **Continuing education:**
 - Applicant must submit proof of at least 30 hours of Board approved continuing education obtained within the last two years; and
 - Continuing education hours submitted for reinstatement of license **cannot** be used for the upcoming renewal period.

The board also allows reinstatement consent orders that have been signed by the licensee and returned to the board office to be accepted upon receipt, with the Executive Director signing for the Board President.

If reinstatement is granted, the license will be required to be renewed by the last day of December in EVEN numbered years, regardless of when the license is reinstated.

(updated 6/16/05)

Reinstatement/Reactivation Policy for Vet Techs

After July 2004, Vet Tech's applying for reinstatement must reapply and meet all the conditions of a new applicant.

- If they have an active license in good standing in another state, they will not be required to sit for the exam.
- If the applicant does not have an active license in good standing in another state and took the exam over 5 years ago, re-examination is required.

(adopted by the Board 12/1/04)

Guidelines for the Request of Records and/or Written Prescription to be Released

1. Upon receipt of a properly signed and executed release from the patient, the veterinarian, at his/her discretion, may release the original x-ray film, patient records, etc. to the patient or his/her designee.
2. If the Board office receives a complaint against a veterinarian whereby the veterinarian will not release the records and/or a written prescription to a patient at the patient's request, a letter from the Board will be sent via Certified Mail to the veterinarian to release the records and/or provide a written prescription to the patient within **10 days** of receipt of the certified letter, and submit proof that the records have been mailed to the patient (via Certified Mail) to the Board within 10 days as well. The veterinarian must either submit to the Board proof of the mailing of the records and/or written prescription, or respond to the Board as to why the records and/or written prescription cannot/will not be mailed within 10 days of the receipt of the certified letter from the Board.
3. If the Board office has not received proof that the records and/or written prescription have been released to the patient, or has not received a response from the veterinarian within 15 days of the date of the request was mailed from the Board's office, the veterinarian will:
 - Have his/her license sanctioned by the Board with a PUBLIC REPRIMAND, which will be a permanent part of the veterinarian's records; and
 - Pay a \$500.00 fine.

RABIES VACCINE ADMINISTRATION

At the meeting on **August 4, 2004**, the Board made a public policy statement concerning the administration of rabies vaccine as follows:

- Pursuant to Georgia law O.C.G.A. § 43-50-3(11)(G), and based upon public health concerns, the Georgia State Board of Veterinary Medicine considers the administration of rabies vaccine, for official vaccinates, in Georgia as the practice of veterinary medicine. Therefore, the Board finds that this practice cannot be delegated to an employee and the vaccine must only be administered by a Georgia licensed Doctor of Veterinary Medicine.

At the meeting on November 7, 2007, the Board amended this policy statement as follows:

- If a rabies clinic is conducted at a Public Health facility (i.e. County Health Department), Government-Sponsored facility (i.e. Animal Control), or sponsored by an Educational entity (i.e. 4-H, UGA, etc.) they are exempt from the board rules and regulations pertaining to facilities and record-keeping.
- Vaccination clinics are not exempt from any laws, rules & regulations of the board.

RE-EXAMINATION FOR APPLICANTS WHO HAVE FAILED THE EXAMINATION THREE (3) TIMES

At the meeting held on November 7, 2007, the voted to adopt the following policy:

Applicants who have failed the national licensing examination three (3) times must:

- Submit a written statement to the Board requesting consideration for an additional examination attempt.
 - Such statement must include a listing of the failed area(s) on the examination and
 - An extensive remediation plan to address areas of deficiency. Such remediation plan must include:
 - Name of program in which you are participating, and
 - Listing of texts/study materials/course outlines utilized, or
 - If study in with a Georgia licensed veterinarian, a notarized statement from the veterinarian of his/her participation.

Such remediation program must be not less than six (6) weeks in length. Both pre-approval of the remediation program and approval upon completion are required. Upon completion of the program, documentation of completion must be submitted and approved by the board before further consideration is given to an additional examination attempt.

Remediation programs submitted after completion will not be considered by the board.

Voluntary Cease and Desist Orders

Voluntary Cease and Desist Order Effective Upon Docketing

It is the policy of the Georgia State Board of Veterinary Medicine to accept all Voluntary Cease and Desist Orders upon receipt in the Board office and authorize the president/chairperson or his or her designee to execute the Order and to authorize the Orders to be docketed and served. It is the intent of the Board that the Orders will be in effect upon docketing. The Georgia State Board of Veterinary Medicine will ratify the docketed Cease and Desist Orders at its next meeting after the date of docketing and include a list of the approved orders in the board minutes. Georgia State Board of Veterinary Medicine – April 9, 2008

VET Tech Examination Requirements

Vet Tech Examination requirements

To clarify Georgia O.C.G.A. §43-50-52(c)(ii), all AVMA accredited veterinary technology curriculums are approved by the Georgia State Board of Veterinary Medicine. Therefore, the approval of these curriculums meets the criteria to allow for veterinary technology students to apply to take the examination not earlier than six (6) months prior to graduation from the accredited program. (adopted 4/9/2008)